

# Community Health Needs Assessment Services:

New IRS rules state that all hospitals that declare themselves as 501c(3) entities must undergo a community health needs assessment (CHNA) every three years starting in 2013. For small rural hospitals the process of creating a steering committee, conducting surveys and focus groups, collecting data, compiling a document, and addressing each defined need may be a daunting task. Large consulting companies recognize the potential demand for their services and are offering their services at prices that are too high for these small hospitals. The Community and Economic Development of Kentucky (CEDIK), in conjunction with the State Office of Rural Health, and the Kentucky Hospital Association have created an affordable system to help hospitals meet this new federal mandate.

## CHNA Scope of Work: Working with CEDIK

- a) Facilitator and convener of the steering committee – works with the designated hospital administrators to create the steering committee and facilitate the meetings to identify the steps necessary to satisfy IRS requirements and to address other activities the steering committee wants to complete.
- b) Demographic and economic data reports and analysis if needed – Provide required data the hospitals need related to demographic and economic conditions. In addition, KHA will be providing hospital level statistics in their toolbox.
- c) Community Input Tools – Assistance in creating surveys, holding focus groups, and facilitating public

meetings with the necessary audiences as mandated by the IRS. In addition, the CEDIK will create the final report and share the results with the hospital administration and board of directors.

- d) Final facilitation of identifying and prioritizing strategies for the hospital – CEDIK will facilitate the final meeting with the hospital as they determine how to address each of the determined needs that arises from surveys and focus groups. CEDIK will help determine how to prioritize strategies and the resources necessary to carry out strategies.
- e) Economic Impact/ Feasibility studies – These are not required by IRS but tools that the steering committee might be interested in. These studies will likely be funded by the hospital themselves.

**Timeline of Work:** All work with CEDIK will take 12 months from the start of the assessment, to delivery of final report.

Package	Critical Access Hospitals or Hospitals with less than 25 beds	Hospitals with more than 25 beds and less than 75 beds	Hospitals with more than 75 beds
Hospital would receive a workbook that would allow the hospital to complete the community health needs assessment on their own.	\$1,000		
Hospital would have CEDIK facilitate and convene a steering committee, assist in the creation of surveys and focus groups, facilitate public meetings as mandated by the IRS, as well as create a final report and share with hospital administration and board of directors. (A, C, D above)	\$3,000	\$4,500	Contact CEDIK for more information
In addition to the services listed above, CEDIK would produce any required demographic and economic data reports and analysis. (A through D above)	\$5,000	\$7,500	
Economic impact/feasibility studies (E above)	Contact CEDIK for more information		

**About CEDIK:** The Community and Economic Development Initiative of Kentucky (CEDIK) is made up of faculty from two departments in UK’s College of Agriculture. Collectively CEDIK has over 100 years of experience in working with Kentucky’s communities on community and economic development projects and programming.

Contact **Sarah Frank Bowker**, Program Coordinator for CEDIK, at 859-257-7272 x246, or by email at Sarah.Frank@uky.edu to discuss the Community Health Needs Assessment in more detail.

